

SECONDARY TRANSFER & REDUNDANCY TIMELINE
2021/2022

February 1	Principals create postings for headships on Apply to Education using the Headship Template
February 8	List of headship vacancies to Operations (Paul Brown). Copy forwarded to OSSTF for review.
February 10	Meeting with OSSTF and Operations to review headship vacancy list
February 11	All headship positions go live on Apply to Education
March 1	Deadline for leave application/renewal on Employee Self Service.
March 1	Deadline to withdraw from Prepaid Leave Plan
March 3	Secondary Principals meet with Planning/Operations in 2041/2062 to discuss OEP. Contact Diane Curry (X6919) to make an appointment.
March 10	Staffing Allocation Meeting at 9 am.
March 10	Principals Meeting in at 1:30 pm to receive provisional staffing allocation
March 24	Principal meet with Operations and OSSTF to discuss school surplus and/or staff changes. Contact Sarah Diane Curry (X6919) to book an appointment.
March 26	Surplus Teachers Declared (email list to Operations – Paul Brown)
March 31	Written notice to surplus staff and OSSTF rep. by Principal
April 1-6	Principals submit all vacancies on Apply to Education
April 7	Composite Posting 1 live on Apply to Education. Closes April 13
April 23-26	Principals enter postings for Composite Posting 2 on Apply to Education
April 28	Composite Posting 2 live on Apply to Education. Closes May 4
May 11-12	Principals enter postings for Composite Posting 3 on Apply to Education
May 14	Composite Posting 3 live on Apply to Education. Closes May 20
May 21	Redundant teachers declared/notified (If any)
May 28	Principals submit Secondary Staffing Vacancy Profile to Operations (Paul Brown)
May 28	Redundant teachers to board – terminations (If any)
June 1	Principal Meeting - remaining surplus staff placed at 9 am. (If necessary)
June 1	Review Committee Meeting at 1 pm.
June 2-3	Principals enter postings for Composite Posting 3.1 on Apply to Education
June 4	Redundant teachers receive written notification (If any)
June 7	Internal Composite Posting 3.1 live on Apply to Education. Closes June 11
June 21	Internal/External Postings (If Required)